HIGH SCHOOL STUDENTS IN UNIVERSITY LABORATORIES

Summary/Purpose: The Policy on High School Students in University Laboratories details the minimum requirements and procedures to allow High School Students to work in areas that use, store or handle biological, chemical, radiological materials or ionizing radiation producing devices.

HIGH SCHOOL STUDENTS IN UNIVERSITY LABORATORIES

- The following requirements apply to High School Students, not officially enrolled at the University, but working a summer internship or position in areas that use, store or handle biological, chemical, radiological materials or ionizing radiation producing devices on the Oxford Campus.
- Children under the age of 16 are not permitted to work in areas that use or handle hazardous materials, including chemicals or biological materials, or areas that use or house live animals.
- No Student under the age of 18 may work in or visit areas that use, handle or store Radioactive Materials or Radiation Generating Devices - with the exception of Student Health Services.

1. Parental Consent

The student's parent or guardian must complete the Parental Consent Statement and Insurance Documentation Form and submit it to the sponsoring faculty member.

2. Laboratory Safety Approval

The sponsoring faculty member will complete the Proposal for High School Student to Conduct Research or Work (Paid or Unpaid) in a Laboratory/Department Form. After the Department Chair has signed the proposal, the sponsoring faculty member will send the completed proposal form, and the completed parental consent form, to Health & Safety.

3. Health & Safety Approval

Health & Safety will review the proposal and either approves the project or contact the sponsoring faculty for clarification or modification. When the proposal is approved, Health & Safety will determines which safety training is required.

4. Training Requirements

Please call Health and Safety to schedule a date and time for your training session(s).

Use of any of the materials/devices listed below requires the parent or guardian to sign the appropriate "Safety Agreement" form.
Prior to training, the student must present **Proper Identification (Driver's License, Student ID, Social Security Number, Passport/Visa)**. Training classes start **promptly** at the Scheduled Time. Students who are late will have to reschedule.

**GENERAL BIOLOGICAL MATERIALS, HUMAN PATHOGENS, DNA AND HUMAN PRODUCTS SAFETY TRAINING:** All high school students working with, or in areas that use or store biological materials (including human pathogens; human blood, blood products or human body fluids; and recombinant DNA) are required to take the biological safety training program and pass a written quiz on biological safety. Time required for the training is approximately 1.5 hours.

**GENERAL CHEMICAL SAFETY TRAINING:** All high school students working with, or in areas that use or store chemicals on the Oxford campus are required to take the chemical safety training program and pass a written examination on chemical safety. Time required for the training is approximately 2 hours.

**CARCINOGENIC SAFETY TRAINING:** All high school students working with, or in areas that use or store potentially carcinogenic materials are required to have special safety training in the handling and use of carcinogenic materials and written authorization prior to starting any work with carcinogenic compounds. A laboratory with a Class II or better Fume Hood is required for the handling of carcinogenic materials. Training is included with the Chemical Safety Training.

**RADIOLOGICAL SAFETY TRAINING--MATERIALS:** No person under the age of 18 may work in or visit areas that use, handle or store Radioactive Materials. All high school students over the age of 18 who are assigned to work with, or in areas that use or store radioactive material are required to have completed the Radiation Safety Training program for Materials including passing a written examination and have obtained written authorization from the Radiation Safety Subcommittee prior to working with radioactive isotopes. A pre-requisite to this training is completion of the General Chemical Safety Training program and Carcinogen approval. Time required for the training is approximately 2 hours.

**RADIOLOGICAL SAFETY TRAINING--GENERATING DEVICES:** No person under the age of 18 may work in or visit areas that use, handle or store Radiation Generating Devices. All high school students over the age of 18 who are assigned to work with, or in areas that use or store ionizing radiation generating equipment are required to have completed the radiation safety training program including passing the written examination and have obtained written authorization prior to starting any work with ionizing radiation generating devices. Time required for the training is approximately 1 hours.

**5. Laboratory Work**

Students may begin work once training has been completed.